

# Tunbridge Wells Girls' Grammar School

## Admission of Pupils to the School

### Year 7 Admissions: September 2019

Tunbridge Wells Girls' Grammar School (TWGGS) complies with the Co-ordinated Admission Scheme which is administered by Kent Local Authority. Detailed information about the school is available in the prospectus which can be found on the school website [www.twggs.kent.sch.uk](http://www.twggs.kent.sch.uk). Girls are normally admitted at age 11, when all pupils must be assessed suitable for admission to grammar school through the Kent's assessment process (PESE) and have placed TWGGS on their Kent Secondary Common Application Form, in order to be eligible for admission. Details of the Kent PESE are available from the Kent County Council booklet "Admission to Secondary School in Kent 2018". If the school receives more applications than places available, there is no guarantee of a place to all eligible applicants.

The Published Admissions Number is 145; 14 are Governors' Places, which will be allocated according to criterion 7. The school is usually over-subscribed. Before the application of oversubscription criteria applicants with a Statement of Special Educational Need or Education, Health and Care Plan who have been deemed as selective and have named the school will be admitted. As a result of this, the Published Admissions Number will be reduced accordingly. If the number of preferences is greater than the number of places available, the following criteria for over-subscription will be applied in priority order:

- 1. Looked after children or previously looked after children** – A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- 2. Children who are designated as receiving 'Pupil Premium'** - Applicants under this criterion must fulfil criterion 5, **and** complete a Supplementary Information Form (Appendix 4) so that checks can be made to determine eligibility. **Children who are designated as receiving 'Pupil Premium'** - Applicants under this criterion must fulfil criterion 5, **and** complete a Supplementary Information Form (Appendix 4) so that checks can be made to determine eligibility. Places offered under this criterion will be offered to children in receipt of Pupil Premium who have passed the Kent Selection Test (11+). Children are eligible for Pupil Premium where they have been eligible for free school meals (FSM) during the last 6 years. (This does not include pupils who have only been eligible to receive Universal Infant Free School Meals). Pupil Premium is also afforded to Children in Local Authority Care or Previously in Local Authority Care, however, these children will be prioritised in the relevant criteria above (Criterion 1). Parents wishing to apply under this priority must ensure they complete the attached Supplementary Information Form and return it to the school by 31 October in the year of application. Parents must also complete an application (via online or paper Secondary Common Application Form) naming the school, otherwise their child cannot be considered for a place.

All children, in receipt of Pupil Premium, who gain a place at Tunbridge Wells Girls' Grammar School can receive financial assistance towards items such as school uniform, equipment and school trips. **For more information on Pupil Premium places please refer to the Supplementary Information Form (1) attached. The deadline for submitting this form is 31 October.**

- 3. Current Family Association** - Eligible girls living within the parishes/towns as defined in criterion 5 who have a sister who will still be attending the school when the applicant joins; please see Appendix 1 for map. In this context, sister means girls who live as sisters in the same house, including natural sisters, adopted siblings, stepsisters and foster sisters.

- 4. Health and Special Access Reasons** – Those children whose mental or physical impairment means they have a demonstrable and significant need to attend TWGGS or whose parents'/guardians' physical, mental health or social needs means there is a demonstrable and significant need for their child to attend TWGGS. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and TWGGS.
- 5. Eligible girls living within the following parishes/towns** - please see Appendix 1 for map – Badger's Mount, Bidborough, Brasted, Chevening, Chiddingstone, Cowden, Dunton Green, Edenbridge town, Hadlow, Halsted, Hever, Hildenborough, Ightham, Kemsing, Knockholt, Leigh, Otford, Pembury, Penshurst, Plaxtol, Riverhead, Seal, Sevenoaks town, Sevenoaks Weald, Shipbourne, Shoreham, Southborough, Speldhurst, Sundridge, Tonbridge town, Royal Tunbridge Wells town, Westerham.
- 6. Distance from home to school** – this is determined by the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. The school uses measurements provided by the LA and further information on how distances are calculated (including for flats) is available in the Admissions to Secondary School Booklet provided by the LA.

If, in the event, more than one applicant has the same distance from home to school (as measured by the local authority), then the names will be issued a number and drawn randomly to decide which child should be given the place. In the event that the final place offered from the ranked list falls to a pupil of a multiple birth, the school will offer a place to each of these children who have met the over-subscription criteria.

- 7. Governors' Places (14)** - these to be offered to those girls living in the parishes as defined in criterion 5 who would not otherwise be offered a place, who scored highest in the 11+ PESE Kent test, places determined by combined rank order. In the case of equal scores for Governors' places, criterion 6 would be applied.

With reference to oversubscription criteria 5 – 7, please refer to Appendix 2 regarding residency.

After a place has been offered, the school reserves the right to withdraw the place in the following circumstances:

1. When a parent has failed to respond to an offer within a reasonable time; or
2. When a parent has failed to notify the school of important changes to the application information; or
3. If the Admission Authority had offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

Parents have a statutory right to an independent appeal, should an application be refused, and they can make an appeal by writing to The Clerk to the Governors, Tunbridge Wells Girls' Grammar School, Southfield Road, Tunbridge Wells, Kent TN4 9UJ (01892-520902).

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher the school as early as possible. As entry to the school is through the Kent Test procedure, parents need to ensure they allow the school and admissions authority sufficient time to make a decision before the closing date for Kent Test registration.

Where a parent is requesting for their child to apply a year early, parents are advised to contact the school shortly before the opening of the Kent Test registration process for the year they wish their child to start. If the request for early testing is accepted, the child cannot sit the test again.

Where a parent is requesting for their child to apply a year later than expected, they should make their request shortly before the opening of the Kent Test registration process associated with the child's date of birth. Parents are advised to complete a Kent test registration for the normal point of entry at the same time, in case their request is declined. This registration can be cancelled if the school agrees to accept a deferred application for entry into Year 7 the following year, allowing the child to apply for the Kent Test the following year.

Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral or early admission to their secondary phase of education.

The school will take into account the year group the child has been taught in leading up to transition. Deferred applications must be made via paper SCAF to the LA, with written confirmation from the school attached. Early or deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at [www.kent.gov.uk/schooladmissions](http://www.kent.gov.uk/schooladmissions)

### **In-Year Entry: 2018-2019**

Applicants at a time later than the normal admissions age should apply direct to the school using the In-Year Common Application Form (IYCAF). Parents will be able to obtain information packs and IYCAFs from the LA's Admissions and Transport Office. Applications will be processed in accordance with the Co-ordinated Scheme for Secondary In-Year Admissions; details available from Kent County Council's website [www.kent.gov.uk](http://www.kent.gov.uk).

All applicants will be tested by the school to obtain evidence of ability to keep pace with the work of this selective school. Details of the testing process can be found in Appendix 3.

The Published Admissions Number and over-subscription criteria apply as above. In the event of the year group being over-subscribed, a waiting list will be held, ranked according to the over-subscription criteria and re-ranked each time a child is added.

Parents have a statutory right to an independent appeal, should an application be refused, and they can make an appeal by writing to The Clerk to the Governors, Tunbridge Wells Girls' Grammar School, Southfield Road, Tunbridge Wells, Kent TN4 9UJ (01892-520902).

## **Sixth Form Admissions for Entry in September 2019**

A. Priority will be given to existing pupils transferring from Year 11 who meet the entrance criteria. The PAN for external candidates will be 30 but this figure may be exceeded in the event that this and the number of internal pupils transferring into Year 12 is less than the overall total figure for the year group, which is 170.

### **B. Open Evening**

Pupils will be invited to a Sixth Form Open Evening before the October holiday 2017.

### **C. Applications**

Pupils wishing to apply for entry to the Sixth Form must complete an application form that should be returned to the school by a specific date in October 2017, to be publicised at the Open Evening and on the school website in autumn 2017. (Please contact the school in case of queries.) The application form, available from the School Admission's Office, will allow applicants to express the subjects they wish to take at A level. Predicted GCSE grades will be sought from the current schools of all external applicants and all applicants will be invited into TWGGS for an informal tour of the school, where there will be an opportunity to discuss their course choices.

### **D. Entrance Criteria**

Pupils entering the Sixth Form will be expected to have attained an average overall GCSE point score of at least 6 from their top 6 subjects. They must also achieve a minimum of a grade 5 in either English Language or English Literature, and Mathematics, and are routinely expected to achieve at least a grade 7 in the subjects they wish to pursue at A level (or related subjects, as agreed by the school). In addition, pupils wishing to take Art or Design Technology will be expected to submit a portfolio of artwork and pupils wishing to take Music will be expected to have reached at least Grade 5 in their instrument or voice.

Offers will be made on the basis of predicted performance at GCSE, with the requirement that the above grades are achieved in the final examinations prior to entry to the Sixth Form and the pupil's 3 or 4 chosen subjects being accommodated on the timetable, with no group size exceeding its maximum number of pupils.

All offers made during Year 11 are conditional on pupils meeting the grade criteria specified and will only become firm offers upon confirmation of actual GCSE results.

### **E. Over-subscription Criteria**

#### Internal Candidates

All pupils who are currently at TWGGS in Year 11 will have priority, providing they have met the minimum grades required.

#### External Candidates

In the event of over-subscription, priority will be given to those who fulfil the entrance criteria, in the following order:

- 1. Looked after children or previously looked after children** – A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school. Previously looked after children are

children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. **Health and Special Access Reasons** – Those children whose mental or physical impairment means they have a demonstrable and significant need to attend TWGGS or whose parents'/guardians' physical, mental health or social needs means there is a demonstrable and significant need for their child to attend TWGGS. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and TWGGS.
3. External applicants who are likely to achieve the highest academic grades based on GCSE predictions from their current school

## **F. Offers and Appeals**

Offer letters will be made before the end of May 2018. Offers will be confirmed once the school has been notified of GCSE results in August 2018.

Parents have a statutory right to an independent appeal, should an application be refused, and they can make an appeal by writing to The Clerk to the Governors, Tunbridge Wells Girls' Grammar School, Southfield Road, Tunbridge Wells, Kent TN4 9UJ (01892-520902).

## **G. Late Applications and Waiting List**

Late applications will be considered if places in appropriate subjects are still available after all other applicants have been considered.

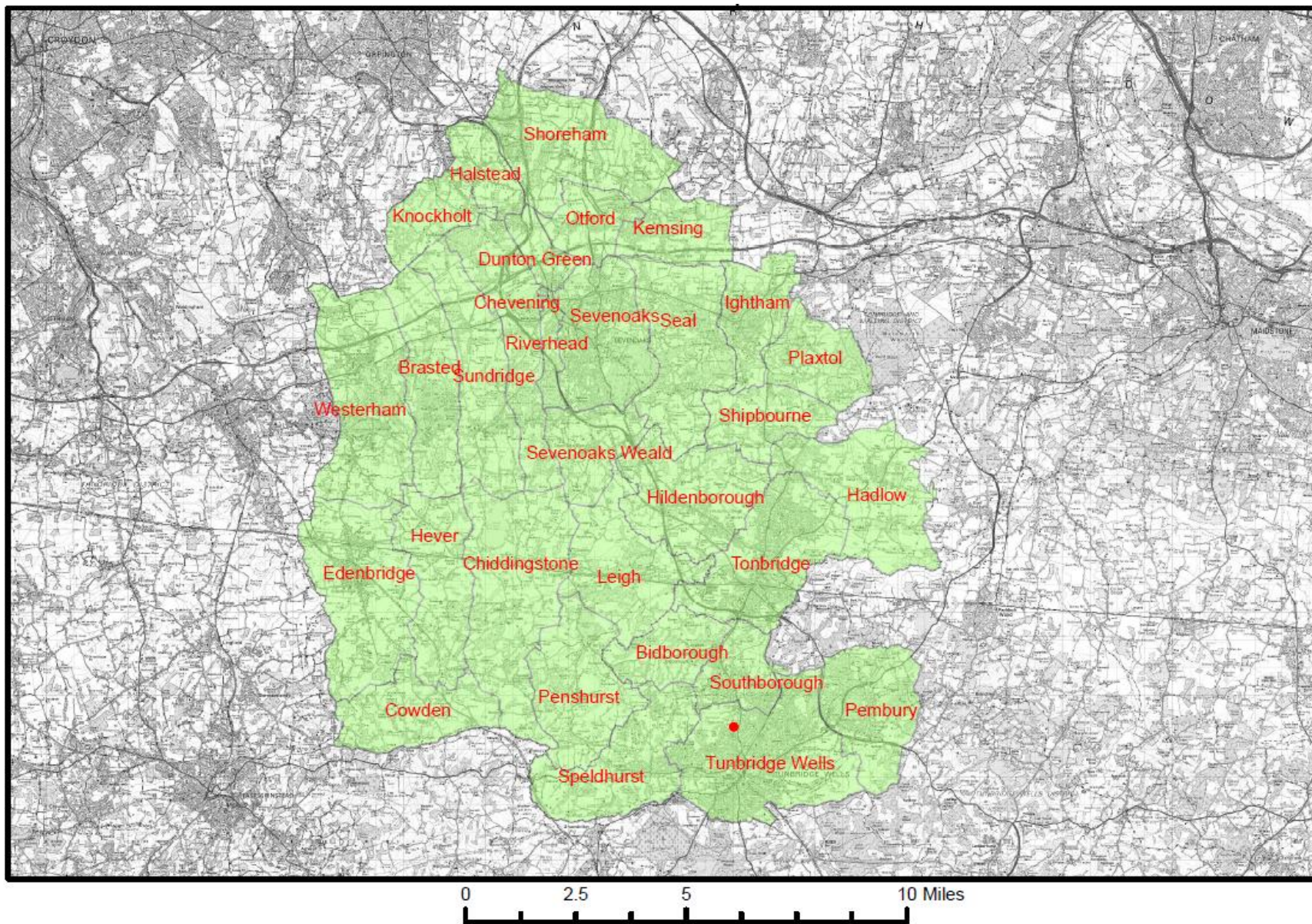
A waiting list will be held, ranked according to the over-subscription criteria.

## **H. Pupils achieving better than predicted grades**

In this case, a pupil should contact the school urgently on, or soon after, GCSE Results' Day in August, and her application will be re-considered in the light of her achieved grades. In the event of over-subscription, priority will be given as identified in E (above).

Appendix 1 – This relates to all oversubscription criteria

## Tunbridge Wells Girls' Grammar School School and selected parishes/towns



*Appendix 2* – This relates to all oversubscription criteria.

### **Home Address**

We can only accept one current home address on the Secondary Common Application Form. If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the **child sleeps for the majority of nights in each week**.

We will accept as a pupil's address the residential property that is the **child's only or main residence**, not an address at which your child may sometimes stay or sleep due to your own domestic arrangements. It will be either:

- owned by the child's parent, parents or guardian; or
- leased to or rented by the child's parent, parents or guardian under a lease or written rental/tenancy agreement (minimum 12 months tenancy agreement in the case of rented accommodation/social housing).

If the main address has changed temporarily, for example where a family is renting a property on a Short Term Tenancy Agreement (less than 12 months), then the parental address remains that at which the parent was resident before the period of temporary residence began unless it can be shown that all ties to the previous address have been relinquished, or that the move is not easily reversible. The Governors may refuse to base an allocation on an address which might be considered only a temporary address.

If a family still owns a property which has been the main family home, a property closer to the school will not be accepted as the basis for a legitimate residence qualification even if the former property is leased to a third party, unless it can be shown that all ties to the previous address have been relinquished, or that the move is not easily reversible.

The Governing Body reserves the right to check information given on the application form. Evidence of ownership or rental agreement may be required, plus **proof of the child's permanent residency at the property concerned**. If there are reasons for casting doubt on the honesty of an application, the school may require a higher standard of evidence for "residence qualification" than that outlined in the KCC booklet 'Admission to Secondary School in Kent 2018'. If any information given on the form is found to be incorrect, or if you fail to notify us of important changes in the information, **the offer of a school place can be withdrawn**.

Returning forces personnel and crown servants will be considered in line with the Local Authority Scheme.

### *Appendix 3*

#### **In-Year Entry Testing Process**

Pupils applying to join TWGGS in-year will be required to sit tests to assess the pupil's suitability for education in a selective environment. Pupils will be required to visit the school for two consecutive mornings to sit a selection of tests as detailed below:

#### Cognitive Ability Tests

Non-Verbal Reasoning

Verbal Reasoning

Quantitative

Spatial

#### National Curriculum Tests

English

Mathematics

Modern Foreign Language (Choice of French, German or Spanish)

Parents will be notified in writing of the result of the assessment, within 7 school days.

# Tunbridge Wells Girls' Grammar School

## Supplementary Information Form (SIF) for 2018/19 Admissions

### Pupil Premium Notification

This form is only to be completed if you are applying for a place under the Pupil Premium criterion and evidence is being submitted.

This form does not constitute a valid application. You must complete the relevant KCC Application Form (SCAF or IYCAF) if you wish your daughter to be considered for a place at Tunbridge Wells Girls' Grammar School, these are available directly from KCC or online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola).

The following sections should be completed and returned to the school **by 31 October 2017**, to notify us that you are applying for a Pupil Premium place. This should be sent to Mrs L Stewart-Smith, Head of Admissions, Tunbridge Wells Girls' Grammar School, Southfield Road, Tunbridge Wells, Kent, TN4 9UJ.

#### Personal Details

Child's Surname:	
Child's Forenames:	
Child's Date of Birth:	
Permanent Home Address:	
Telephone:	
Email Address:	
Parent/Carer:	

#### Other Details

Child is in receipt of premium:	Yes/No
Evidence of Eligibility:	Please see <a href="https://www.gov.uk/apply-free-school-meals">https://www.gov.uk/apply-free-school-meals</a> for full details of the eligibility criteria you will need to evidence. Please provide copies of all evidence required with this form.
Declaration:	I confirm the information supplied is true and accurate and I consent to checks being made.
Parent/Carer Signature:	
Date:	

#### **Pupil Premium Eligibility Criteria:**

*A child is eligible for Pupil Premium where they have been registered for free school meals (FSM) at any point in the last 6 years. This does not include girls who have only been eligible to receive Universal Infant Free School Meals. Pupil Premium is also afforded to Children in Local Authority Care or Previously in Local Authority Care, however, these children will be prioritised in the relevant criteria above.*